

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2594

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Agency

Subsequent Injury Fund

Division/Unit

Information Technology

Item
No.

Description

Retention

1

Fiscal System Weekly Security Audit

Keep until subsequent
audit, then delete.

2

Server Back Up tapes

Tapes are overwritten as
necessary.

Schedule Approved by Department, Agency,
or Division Representative.

Date

Signature

Mark Mondor

Typed Name Mark Mondor

Title IT Director

Schedule Authorized by State Archivist

Date

1/13/2012

Signature

Edward C. T. [Signature]

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>
1. Department/Agency Subsequent Injury Fund	2. Division Information Technology	3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Fiscal System Weekly Security Audit	5. Earliest Year/Latest Year 2011 to present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records documenting the review and investigation of security related auditing of the fiscal as400 system, requested by OLA audit.			
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>PDF Files</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>PDF stored on hard disk</u> 10. Annual Accumulation <u>52</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>computer files</u>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Stored on file server, server closet.	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Keep until subsequent audit, then delete.		
19. Name and Title of Preparer Mark Mondor, IT Director	20. Telephone Number 410-321-2940	21. Date 12/9/2011	

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>1</u> of <u>1</u>	
1 DEPARTMENT/AGENCY Subsequent Injury Fund		2 DIVISION Information Technology		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Server BackUp Tapes				5 EARLIEST YEAR/LATEST YEAR <u>2011</u> TO <u>present</u>	
6 INPUT - Identify source of information to be entered			7 OUTPUT - Identify the use/s of information generated by system		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Backup server data to tape including Fiscal AS400 system and windows servers containing email, user files, databases, source code and document images.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access restricted to IT dept for purposes of restoring data/servers in disaster recovery scenario.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Tapes overwritten as necessary.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Backups to fiscal system performed daily, weekly and quarterly. Windows servers backup daily and weekly. Weekly and quarterly tapes stored offsite at DLLR 113 Towsontown blvd E, Towson MD.					
12 RECOMMENDED RETENTION Until overwritten or tape becomes inoperable.					
13 TYPED OR PRINTED NAME OF PREPARER Mark Mondor		14 TELEPHONE NUMBER 410-321-2940		15 DATE 12/9/2011	
16 TITLE OF PREPARER IT Director					
DGS 550-6					